

AN ORDINANCE
BY CARLA SMITH

 09-O-

**AN ORDINANCE TO AMEND CHAPTER 114,
DIVISION 14, SECTION 114-429 (a) and (e) OF THE
CITY OF ATLANTA CODE OF ORDINANCES
ENTITLED 'VOLUNTARY SHARED LEAVE
PROGRAM', TO REVISE THE SECTION TO
INCLUDE THE DONATION OF RESERVE SICK
LEAVE; AND FOR OTHER PURPOSES.**

WHEREAS, Section 114-429 of the City of Atlanta ("City") Code of Ordinances sets forth procedures and requirements for a "Voluntary Shared Leave Program" under which leave may be transferred from one City employee to another in the event the receiving employee or an immediate family member suffers from a serious illness or injury that necessitates the employee's absence from work; and

WHEREAS, reserve sick leave is granted to City employees; and

WHEREAS, the current language of Section 114-429 does not allow donation of reserve sick leave; and

WHEREAS, it is appropriate to include the use of reserve sick leave in the language of Section 114-429 for consistency with policies.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY ORDAINS, as follows:

SECTION 1: That Chapter 114, Division 14, Section 114-429 (a) of the City of Atlanta Code of Ordinances which reads:

(a) *Purpose and applicability.* The purpose of this section is to set forth procedures and requirements for a "Voluntary Shared Leave Program" under which leave (annual, sick, and compensatory time) may be transferred from one employee to another in the event the receiving employee or an immediate family member suffers from a serious illness or injury that necessitates the employee's absence from work.

be hereby amended to read as follows:

(a) *Purpose and applicability.* The purpose of this section is to set forth procedures and requirements for a "Voluntary Shared Leave Program" under which leave (annual, sick, reserve sick leave, and compensatory time) may be transferred from one employee to another in the event the receiving employee or an immediate family member suffers from a serious illness or injury that necessitates the employee's absence from work.

SECTION 2: That Chapter 114, Division 14, Section 114-429 (e) of the City of Atlanta Code of Ordinances which reads:

(e) *Donating leave.*

(1) An employee who desires to donate leave shall complete a "voluntary shared leave form" designating the recipient of the leave and the amount and category of leave to be donated.

(2) Employees donating leave shall donate a minimum of hours in any leave category.

a. An employee may donate no more than 50 percent of the annual or sick leave accrued in a work year. The amount of leave donation shall not exceed 50 percent of the leave balance at the time of donation.

b. A non-exempt employee may donate as many hours of compensatory hours as desired.

be hereby amended to read as follows:

(e) *Donating leave.*

(1) An employee who desires to donate leave shall complete a "voluntary shared leave form" designating the recipient of the leave and the amount and category of leave to be donated.

(2) Employees donating leave shall donate a minimum of hours in any leave category.

a. An employee may donate no more than 50 percent of the annual or sick leave accrued in a work year and no more than 50 percent of the balance of reserve sick leave. The amount of leave donation shall not exceed 50 percent of the leave balance at the time of donation.

b. A non-exempt employee may donate as many hours of compensatory as desired.

SECTION 3: That all ordinances and parts of ordinances in conflict herewith are hereby repealed.